

## Table of Contents

Section	Page
<b>I. INTRODUCTION .....</b>	<b>3</b>
<b>II. PROGRAM REQUIREMENTS .....</b>	<b>5</b>
A. Drug Testing .....	5
B. Court Appearances .....	6
C. Fees .....	7
D. Diversion Manager .....	8
E. Treatment .....	8
F. Self-help .....	9
<b>III. GENERAL DRUG COURT RULES .....</b>	<b>10</b>
<b>IV. CONSEQUENCES OF BEHAVIOR .....</b>	<b>14</b>
A. Incentives .....	14
B. Sanctions .....	14
<b>V. PATHS TOWARD GRADUATION .....</b>	<b>16</b>
<b>VI. IMPORTANT INFORMATION TO KEEP .....</b>	<b>21</b>
<b>VII. MY PERSONAL INFORMATION .....</b>	<b>22</b>

(Rev. 7/03)

**MISSION STATEMENT  
CITY OF ST. LOUIS DRUG COURT**

To divert alcohol and drug abusing non-violent felony offenders from the normal criminal justice process by providing frequent judicial oversight, intensive supervision, and treatment through a holistic approach to positively impact offender lifestyle and community safety.

## **I. INTRODUCTION**

### **Welcome to the City of St. Louis Drug Court.**

Drug Court is a court-supervised drug treatment program for non-violent adult felony offenders. This handbook is designed to answer your questions and concerns about Drug Court and provide overall information about the program and what is expected of you as a participant. We encourage you to share this handbook with your family and friends.

**Participants** for Drug Court are specially chosen by the Circuit Attorney, based on certain guidelines, and approved by the **Drug Court Team**. The Drug Court Team is under the direction of the **Drug Court Commissioner**. Members of the Drug Court Team include the prosecutor, your defense attorney, the diversion managers, a treatment specialist, the administrator, the court clerks and the deputy sheriffs.

**Drug Court is a voluntary program.** Once you enter the program you are bound by the orders and jurisdiction of the Court. As a participant, you will be expected to follow the instructions given by the Commissioner, to comply with the treatment plan developed for you, and to respect all members of the team. Participation includes regular court appear-

ances, drug testing, counseling (both individual and group) and attendance at self-help meetings (Narcotics Anonymous, Alcoholics Anonymous or Marijuana Anonymous). Participants may also be assisted with education and skills assessments, referrals for vocational training, education and/or job placement services, mental health assessments, etc.

Your privacy is respected in Drug Court. We will make every effort to protect your identity and maintain **confidentiality** about your Drug Court participation. However, upon entry into Drug Court, you sign a **Consent to Release Information** which gives Drug Court permission to obtain treatment information from your treatment provider and allows us to talk with your provider about your progress in the program without you being present. We also expect you to allow us to access medical and other records of care and service to you (as necessary and with your full knowledge) that may impact your participation in the Drug Court program. Also be aware that **if you fail the program** and thereafter appear before a judge for sentencing on your case, Missouri law provides that your sentencing judge may consider the reason(s) you were terminated from Drug Court.

The **program length** is determined by each participant's individual progress, but is at least eleven (11) months. Upon completion of the program, the **Circuit Attorney will drop the case** against all successful "graduates".

The St. Louis Drug Court Team expects to see positive changes in your life as a result of this program. We believe that if you trust our process and put forth an honest effort, you will become clean and sober, have improved health, a more stable lifestyle, obtain or improve your employment and/or further your education, develop new and positive relationships with family and friends, rejoin your community as a productive member, and find happiness in **your recovery and your new life!**

## **II. PROGRAM REQUIREMENTS**

### **A. Drug Testing**

You will be drug tested throughout the entire program at least once per week and often more. Testing will be on a **random basis any day of the week**.

On the day you enter Drug Court, you will be assigned a **color**. You must call the drug testing tele-

phone number, **314-992-0858**, everyday to find out if your color is called, and, if so, you are to test that day. You must call every morning, seven days a week, including holidays. When you call, you will get a recording which will provide you with the color(s) for that day. Listen to the complete recorded message.

The primary site for urine drops is **Global Drug Testing, 1720 Olive Street, (231-8029)** in downtown St. Louis. If your color is called, you must report to Global on that day between the **hours of 7:00 a.m. and 6:00 p.m.** only.

#### **B. Court Appearances**

As a Drug Court participant, you will be required to appear in court on a regular basis. At each appearance, the Commissioner will be given a report about your progress prepared by your diversion manager. The report will include drug test results, attendance at self-help meetings, participation in treatment, successes and/or problems you are having, your health, your attitude and so forth. The Commissioner may ask you questions about your progress and discuss any problems you have been experiencing.

**If you are doing well**, you will be called early on the docket and encouraged to continue working with

your treatment team toward graduation from Drug Court. You may also be rewarded with credits toward your Drug Court fee. You may also be rewarded with movie tickets, decreased court appearances, etc.

**If you are not doing well**, the Commissioner will discuss this with you and determine any further action that needs to be taken. There are many responses to program violations. The Commissioner may order sanctions ranging from community service to jail to termination from the program.

If you cannot appear in court as scheduled, you must notify your diversion manager as soon as possible in order to get permission from the Commissioner. Unexcused failure to appear in court on the date and time you are scheduled is a crime. It will result in a warrant being issued for your arrest.

### **C. Fees**

There is a **\$250.00** Drug Court fee that you must pay while in the program. Payments are to be made directly to the clerk/cashier in Room 102 on the first floor of the court building. The cashier will give you a receipt to show to the Commissioner each time you make a payment. Try to pay a small amount (at least \$5.00) every time you come to court.

#### **D. Diversion Manager**

Every participant will be assigned a diversion manager from the Department of Probation and Parole. You are to schedule regular appointments with your diversion manager as directed by your diversion manager. You are expected to be on time. Your diversion manager will give continuous updates to the Drug Court Commissioner and team about your progress. The diversion manager may make home visits and check in with your work place, school, physician, counselor and any other persons involved in working with you while you are in Drug Court. Information shared with or obtained by the diversion manager can and will be shared with the team.

#### **E. Treatment**

Every Drug Court participant will be assessed and an individual treatment plan developed between you and your primary counselor. Helping you achieve the goals in this plan will be a team approach using the resources of the Drug Court and a network of treatment providers. The plan will serve as a guide for you through treatment and will be updated regularly.

The treatment assessment will determine the initial intensity of treatment that will best meet your

needs. You may be placed in detoxification, residential treatment or outpatient services. Most participants initially enter outpatient services. This will include both individual and group counseling. If you are placed in detoxification and/or residential treatment, a court order will be issued requiring your presence at the treatment facility.

You must participate fully in your treatment plan.

Drug Court treatment programs are designed to help you develop self-awareness, self-discipline and realize your self-worth. They include recognition of your issues, strengths and help in resolving issues.

#### **F. Self Help**

Attendance at **12-step meetings** (Narcotics Anonymous, Marijuana Anonymous and/or Alcoholics Anonymous) is required **at least twice per week (and sometimes more)** throughout the entire Drug Court program. These meetings are a vitally important part of your recovery/treatment. You must provide proof of attendance to your diversion manager prior to each court appearance.

You must also obtain a sponsor of your same sex. A sponsor is a 12-step group member with significant sobriety (at least one year), who assists you on a

personal level with sobriety, personal problems, working the steps, etc. You may ask for a temporary sponsor in the beginning.

### **III. GENERAL DRUG COURT RULES**

As a Drug Court participant, you will be required to abide by some basis rules:

**1. Always tell the truth.** Overcoming alcohol or drug dependence is not easy, yet thousands of individuals do it every year with the help of others. Your success will take your best effort, including constant truthfulness on your part. Lies keep you alone, speaking only to yourself. The Drug Court Team will tell you the truth and will expect the truth in return. For example,

- a. Do not forge documents** such as N/A meeting attendance sheets. Forgery is not only a lie, it is a crime.
- b. Do not miss urine drops or attempt to subvert any urine test in any way.** Missed drops are considered dirty drops. Tampering with urine specimens will not be tolerated. Both are dishonest.

**2. Possess NO alcohol or other drugs.** Sobriety is the primary focus of this program. Maintaining a drug-free lifestyle is very important to your recovery process. You must notify your diversion manager of any prescribed medications. Certain medications will result in a positive urinalysis.

**3. Do not gamble or enter a gambling casino.**

**4. Follow the treatment plan made for you by your counselor and attend all assigned treatment sessions including individual and group counseling, educational sessions and 12-step meetings.** If you are unable to attend a scheduled session, you must contact your treatment counselor in advance.

**5. Report to your diversion manager as directed.** If you have any problems keeping a scheduled appointment, contact your diversion manager immediately. Do not just "drop in".

**6. Be on time to both court and treatment.** Being late may mean that you miss counseling sessions and you will be considered "non-compliant". Contact your treatment counselor if there is a possibility that you will be late. The Commissioner may

sanction you for being late to court, treatment, or other appointments related to Drug Court.

**7. Behave appropriately in court and at treatment.**

- a. **Inappropriate physical and/or verbal behavior** will not be tolerated and may result in your termination from the Drug Court program. Do not make threats toward other participants, counselors or Drug Court team members nor behave in a violent or aggressive manner.
- b. Do not bring your **children** to court.
- c. Do not bring **pagers or cell phones** to court.
- d. No **gum, food, nor drinks** are allowed in the courtroom.
- e. **Dress appropriately** in court and at treatment.

The sheriffs will require that you dress appropriately in the courtroom. This means wearing shirts, pants, dresses, etc., of reasonable length. No tank tops or clothing with drug or alcohol themes are acceptable. Gang attire is unacceptable. Sunglasses should not be worn inside without medical approval. Speak with your treatment team if you need assistance with clothing.

**8. Obey all laws and pay outstanding traffic fines.**

- a. Do NOT drive a vehicle without a valid **driver's license**.
- b. A **new felony** arrest and criminal charge will likely result in your termination from Drug Court. Remember that drug use or sale is illegal.
- c. Take care of all outstanding cases you may have in **municipal courts**. You may find yourself locked up all over St. Louis County and City because of these cases. Such problems can ruin your Drug Court participation.

**9. Do not travel away from the St. Louis area without permission from the Commissioner.**

#### **IV. CONSEQUENCES OF**

## **BEHAVIOR**

It is important for you to know what will happen when you do well and when you are noncompliant in Drug Court. This section is designed to let you know clearly what the consequences are of both your good and bad behaviors. **The choice is yours.**

### **A. Incentives**

When you consistently cooperate and participate in the Drug Court program, you may be recognized, at the judge's discretion, in one or more of the following ways:

1. Give you a credit of \$5.00 or more on your \$250.00 Drug Court fee.
2. Call you early on the docket.
3. Let you go to the next path.
4. Allow you privileges, like travel out of town.
5. Reward you with movie tickets, etc.
6. Give you applause and praise in the courtroom.

### **B. Sanctions**

When you fail to comply with the Drug Court program, the Court may, at the judge's discretion, order one or more of the following sanctions:

## **V. PATHS TOWARDS**

Program Requirement Not Met	Consequence For Not Meeting Requirement
1st missed drop	- 4 hours community service
2nd missed drop	- 8 hours community service
3rd missed drop	- weekend in jail
Tampering with urine sample	- jail
Missed diversion manager appointment	- 4 hrs community service
Missed self-help meetings	- 1 hour of community service
Missed treatment session	<ul style="list-style-type: none"> <li>- make up treatment</li> <li>- increased treatment</li> <li>- increased self-help</li> <li>- workbook assignments</li> <li>- 1 hour community service</li> <li>- lose time in path</li> <li>- jail</li> <li>- termination</li> </ul>
Urine test is positive for drug(s)	<ul style="list-style-type: none"> <li>- increased urine drops</li> <li>- increased self-help meetings,</li> <li>- journaling</li> <li>- workbook assignments</li> <li>- increased outpatient treatment</li> <li>- change of outpatient treatment site</li> <li>- residential treatment</li> </ul>
Inappropriate behavior at treatment	<ul style="list-style-type: none"> <li>- apology</li> <li>- community service</li> <li>- jail</li> <li>- termination</li> </ul>

Program Requirement Not Met	Consequence For Not Meeting Requirement
Leave residential treatment without permission	<ul style="list-style-type: none"> <li>- warrant issued for your arrest</li> <li>- sent back to residential</li> <li>- lose time in path</li> <li>- jail</li> <li>- termination</li> </ul>
Missed court appearance	<ul style="list-style-type: none"> <li>- warrant issued for your arrest</li> <li>- jail</li> <li>- termination</li> </ul>
Forging meeting or treat- ment attendance sheets	<ul style="list-style-type: none"> <li>- Jail</li> </ul>
New arrest	<ul style="list-style-type: none"> <li>- possible termination depending on case - definite termination if charged with a new felony.</li> </ul>

## GRADUATION

There are three Paths in the Drug Court program. Each must be completed before you can “graduate” from Drug Court.

### A. Path I (minimum time – 3 weeks)

In Path I, you will be assigned a diversion manager. You will also attend “Pre-treatment” – a kind of extended orientation to Drug Court and to treatment.

This program is held at New Beginnings, either day or night, depending on your schedule. You will be expected to participate **two days per week for two weeks in "Pre-treatment"**. Thereafter, you will be assigned to a regular treatment program in the St. Louis Drug Court Treatment Network, an association formed specially to service Drug Court clients. In Path I, your problems and needs will be assessed and a treatment plan will be developed.

The **requirements** of Path I are as follows:

1. Complete Pre-treatment and then begin attending assigned treatment program.
2. Attend two self-help meetings weekly and get a sponsor.
3. Appear in court as ordered by the Commissioner (usually weekly).
4. See your diversion manager as scheduled.
5. Call the drop line every day and give a urine sample for testing when your color is called.

The Drug Court Team must agree that you have met all of these requirements and test negative before you can move to Path II.

### **B. Path II (minimum time – 4 months)**

Path II is your **primary treatment path**. You must meet all Path II requirements and have no major sanction in the program including a positive drug test for the **last consecutive 8 weeks** in order to move on to Path III. In Path II, your treatment plan will be updated by you and your counselor to identify your treatment goals and objectives. Counseling and meetings will focus on your problem areas and help you to identify ways of coping with stressful situations.

The **requirements** of Path II are as follows:

1. Attend treatment as assigned (individual and group counseling).
2. Attend two 12-step meetings each week.
3. Appear in court as ordered by the Commissioner (usually every 3 weeks).
4. See your diversion manager as scheduled.
5. Call the drop line every day and give a urine sample for testing when your color is called.
6. Make regular payments toward the \$250.00 Drug Court fee (and any restitution owed).
7. Maintain a sponsor.
8. Obtain or maintain employment and/or a train-

ing program or a formal academic program approved by the Court.

9. Meet all Path II requirements and have no major sanction, including a positive drug test, for the last 8 consecutive weeks prior to moving to Path III.
10. Prepare with your counselor, and submit to the Commissioner, a written Relapse Prevention Plan.

The Drug Court Team must agree that you have met all of these requirements, and that you have sufficient information and the proper attitude to support recovery, before you can move to Path III.

### **C. Path III (minimum time – 6 months)**

**Path III is an aftercare path.** It is designed to address your ongoing recovery needs including maintaining total abstinence from all drugs through relapse prevention. The goal is to support your return to the community as a productive and responsible person.

The focus will be on daily living skills. Path III lasts a **minimum of 6 months**. You must be drug free and

without a major sanction for the 12 weeks prior to graduating.

Path III **requirements** are as follows:

1. Attend relapse prevention (aftercare) treatment as required.
2. Attend at least two self-help groups per week and maintain a sponsor.
3. Appear in court as ordered by the Commissioner (usually monthly).
4. Call the drop line every day and give a urine sample for testing when your color is called.
5. See your diversion manager as scheduled.
6. Maintain employment or training or a formal academic program approved by the Court for a minimum of 8 weeks prior to graduating.
7. Maintain sobriety.
8. Pay all Drug Court fees (and any restitution owed).

The Drug Court Team must agree that you have met all of these requirements and that you have sufficiently integrated the necessary information to support long-term recovery in order for you to GRADUATE FROM DRUG COURT

## **VI. IMPORTANT INFORMATION TO KEEP**

### **Phone Numbers:**

Drug Testing Daily Drop Line .....314-992-0858  
Diversion Manager's Office .....314-340-6992  
Drug Court Office .....314-622-4924  
Public Defender's Office .....314-340-7625  
Circuit Attorney's Office .....314-622-4941

### **Names of Drug Court Team:**

*Drug Court Commissioner, James Sullivan*  
*Drug Court Clerk, Victor Webb*  
*Drug Court Administrator, Jeff Kushner*  
*Drug Court Coordinator, Molly Gopal*  
*Director of Drug Court Prosecution, Trent Mitchell*  
*Circuit Attorney Investigator, Debbie Hall*  
*Drug Court Public Defender, Jennifer Walsh*  
*Diversion Manager Supervisor, Ben Coleman*  
*Treatment Liasion, Everett Wells*

## VII.MY PERSONAL INFORMATION

My Diversion Manager is

---

I can reach him/her at

---

My treatment program is

---

My treatment counselor is

---

I can reach him/her at

---

My color for urine testing is

---

**MY RECORD OF REWARDS AND  
SANCTIONS I HAVE RECEIVED**

<b>Date</b>	<b>Reward or Sanction Received</b>	<b>Reason</b>

Booklet provided courtesy of:

**City of St. Louis  
Drug Court  
1114 Market Street  
Room 526  
St. Louis, Missouri 63101**



City of St. Louis  
**DRUG COURT**  
PARTICIPANT'S  
HANDBOOK



